

Format to Balance DBOF LP Payments

FC XX

[illegible]

Figure 7-1. Format to Balance DBOF LP Payments (FCXX).

[illegible]

Figure 7-1. Continued.

March 1996

[illegible]

Figure 7-2. Vouchers Out of Balance.

[illegible]

Figure 7-3. Returned Invoices to Vendor Worksheet.

(Letterhead)

NOTICE

We received your invoice number (enter invoice number) submitted to (enter address where invoice received incorrectly). Please note, payment responsibility for contract number (enter contract number) has been transferred to (enter servicing OpLoc name). Once your invoice is received at the correct paying office address, Prompt Payment Act provisions go into effect. Reference the contract modification previously submitted to you notifying you of a change in paying office address. If you did not receive this previous modification, please advise and we will provide you a copy.

Please update your records and submit future invoices to the following address:

Enter the correct
address for payment
at the operating
location and Vendor Pay
customer service phone number

Submission of any future correspondence or invoices to the incorrect paying office address may result in delays in payment which would not accrue interest under the Prompt Payment Act. Please contact Vendor Pay customer service at the above address or telephone number if you have questions regarding this matter.

Attachment:
As stated

Figure 7-4. Invoice Notice.